

BUSINESS & LAW

The **Business & Law** examination tests the applicant's knowledge of Payroll Taxes, Workers' Compensation, Unemployment Compensation, Lien Laws and other laws or subjects that will affect their daily operations as contractors.

Okaloosa County requires applicants to take the Business and Law examination and pass with a score of 75% or above.

Fees paid to Okaloosa County: \$50 Sponsor Fee (per registration)
\$35 State Package Review Fee, if applicable.

Additional fees to the testing agency will also apply.

In order to take the examination, you must be twenty-two (22) years of age or older.

For information on State Certified contractors exam please contact DBPR @ www.myflorida.com/dbpr/pro or call 850-487-1395.

Enclosed you will find the following:

1. Examination Schedule
2. Reference/Book Lists
3. Testing Agency Information
4. Testing Agency Registration Form
5. Okaloosa County Examination Application

If you have any questions, please contact:

**Okaloosa County Department of Growth Management
1804 Lewis Turner Blvd., Suite 200 - Fort Walton Beach, FL 32547
812 E. James Lee Blvd. - Crestview, FL 32536
(850) 651-7180 or (850) 689-5080**

WWW.CO.OKALOOSA.FL.US

License Information

Scope – Tests a candidate’s knowledge of payroll taxes, workers’ compensation, unemployment compensation, lien laws and other laws or subjects that will affect their daily operations as contractors.

Examination Outline

Open Book
50 Questions - Two-hour time limit
75% Correct required to pass

Exam Topic	%
Business Organization	2
Licensing	8
Estimating and Bidding	8
Contract Management	16
Project Management	12
Insurance and Bonding	6
OSHA Recordkeeping	6
Personnel Regulations	16
Financial Management	10
Tax Laws	10
Lien Laws	6

References

NOTE: The following references were used to develop this exam. You may use older editions of references at your own discretion. However, older editions may or may not contain applicable information to the content on the exam. You assume the risk of using an older reference than that listed below.

The following references **are allowed** in the test center.

1. *Florida Contractor’s Reference Manual*, Ninth Edition, 2011, Prometric, Inc., 1260 Energy Lane, St. Paul, MN 55108; 877.624.2562.
2. *IRS Circular E, Employer’s Tax Guide, Publication 15*, Current Year Edition, 800.TAX.Form, www.irs.gov/publications/. This reference may be brought into the exam room in loose-leaf format.

NOTE: No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in any reference materials. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center are acceptable. Post-it® notes are not considered permanent tabbing and are not allowed. Sharing reference materials is not allowed.

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